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C A R E E R O P P O R T U N I T Y



# REGISTRAR OF VOTERS

## COUNTY OF MARIN | SAN RAFAEL, CALIFORNIA

**ANNUAL SALARY: \$182,873-\$201,593 DOE/DOQ\***

*\*Salary Adjustment: The salary shown does not reflect an 8.23% increase pending approval by the Board of Supervisors.*

**T**HE COUNTY OF MARIN, CALIFORNIA IS SEEKING AN EXPERIENCED REGISTRAR OF VOTERS (REGISTRAR) to lead the Elections Department and administer local, statewide, and national elections within the County. The Registrar will uphold federal and state laws to protect voting rights and maintain election integrity and smooth operations. This strategic professional will have the opportunity to lead a cohesive and high-performing team of 11 and oversee voter registration and outreach, candidate services, vote centers, and ballot creation and distribution. They will also manage the Department's roughly \$4 million budget, anticipate and plan for the Department's future needs, build highly collaborative relationships with internal and external stakeholders, and maintain transparent communication with the public through frequent media engagement. Priorities include succession planning, continuous improvement of election technologies and cybersecurity, and cross-departmental collaboration. The ideal candidate will have an in-depth understanding of California's election laws, experience managing departmental budgets and grant funding, and a consultative leadership style that emphasizes trust and empowerment in a fast-paced and dynamic environment. The successful candidate will enjoy the scenic beauty of Marin County while benefiting from a supportive, inclusive work environment and an engaged constituency.

***Empower voters, and uphold election integrity and transparency, apply today!***



## DISCOVER MARIN COUNTY

**M**ARIN COUNTY, LOCATED JUST NORTH OF SAN FRANCISCO across the iconic Golden Gate Bridge, offers a temperate and picturesque retreat from the urban pace of the Bay Area. Home to approximately 260,000 residents across 520 square miles, the county boasts a diverse economy and an exceptional quality of life. Outdoor enthusiasts can explore the trails of Mount Tamalpais State Park, bike along the scenic Marin Headlands, or enjoy water activities like kayaking and paddleboarding. Thriving agritourism adds to the region's appeal, with family-friendly farm visits and the vineyards of Napa and Sonoma just a short drive away. Take advantage of dining and entertainment opportunities in one of the world's most spectacular metropolitan areas, while enjoying stunning natural beauty and a quieter pace. Marin County is the perfect place to live, work, and play.

## THE COUNTY

**T**HE COUNTY OF MARIN IS A General Law County governed by five members of the Board of Supervisors, each of whom represents one of five supervisorial districts. The County employs approximately 2,500 employees across 22 departments. Diversity, equity and inclusion are core values of the County of Marin and employees at all levels are committed to ensuring an anti-racist, multicultural workforce committed to accountability, transformational change, and community engagement. **Learn more about the County here.**

The County of Marin has a long history of sound fiscal management throughout strong and weak economic periods. The County's \$815 million FY 2024/25 budget is balanced and structurally sound. The County's budget focuses on addressing top community priorities while remaining fiscally sustainable. For further information about the County's budget, **please click here.**



# THE DEPARTMENT

**T**HE ELECTIONS DEPARTMENT'S mission is to provide a responsive, transparent, and professional approach to conducting elections that will inspire trust and confidence in their work, and to promote engagement of all Marin County residents in the election process. The Department provides year-round election services to the County, and conducts scheduled and special elections for all 11 municipalities and all schools and special districts within its boundaries. The Elections Department is overseen by the Registrar of Voters, and includes an Assistant Registrar of Voters along with ten other capable team members. In addition to the Department's full-time team, temporary staff are brought on to support regular staff in the office and work at vote centers during active elections.

Marin County is home to approximately 170,000 registered voters and consistently experiences high voter turnout, often reaching 85-90% of those voters, the majority of whom typically cast their ballots by mail. Following the Board of Supervisors' adoption of the Voter's Choice Act in 2022, roughly 89 precinct-specific Election Day polling places were replaced with 21 multi-day vote centers, increasing accessibility for voters across the County and streamlining election operations.



**LEARN MORE ABOUT  
THE DEPARTMENT**



Photo provided by MarinShares volunteer Bob Dell

## THE JOB

**T**HE REGISTRAR OF VOTERS REPORTS to the County Executive Office and directs a small but highly experienced team of 11 in the oversight of voter registration and outreach, candidate services, precinct management, voting location coordination, and ballot creation and distribution. They will also manage an annual departmental budget of approximately \$4 million. The Registrar works closely with the Department of Information Services and Technology and County Counsel's Office to manage election technologies and ensure legal compliance, and collaborates frequently with departments such as Public Works, Parks and Open Space, and the Marin County Sheriff's Office during active elections. They also maintain engagement with external stakeholders, including local interest groups and advisory committees, that work to ensure voting accessibility and transparency. As the primary media contact, the Registrar works with the Executive Office's Communication and PIO team for public appearances and media releases. They are also responsible for verifying signatures on petitions and maintaining campaign finance records for officeholders, candidates, and measures as required by the Fair Political Practices Commission. As the Department evolves, the Registrar will anticipate future needs, develop succession plans, and cultivate talent to ensure long-term success and continuity.

# THE IDEAL CANDIDATE

**THE IDEAL CANDIDATE IS AN EXPERIENCED ELECTION OFFICIAL** who brings a strong understanding of the State of California's election laws and procedures, as well as a true commitment to promoting accessibility, integrity and transparency in elections. The Registrar will be a "hands on" strategic leader who can balance long-term goals with day-to-day operational needs, and whose leadership style promotes trust, empowerment, a collaborative workplace culture, and a commitment to continuous improvement. They will also be a working manager who is detail-oriented, comfortable rolling up their sleeves, and enjoys fostering partnerships and engagement to ensure the election process is aligned with the needs of the voters. Beyond technical skills like budget administration, familiarity with grant funding, and an understanding of election technologies, the successful candidate will bring to this role strong emotional intelligence and political acumen, as much of this role is centered around open communication and deft relationship-building.



Photo provided by  
MarinShares volunteer Bob Dell



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**The ideal candidate will also have the following core competencies...**

**Organizing and Planning.** Prioritize Department activities, delegate effectively, and manage logistics to ensure smooth execution.

**Collaboration.** Prioritize internal and external stakeholder needs; build long-term relationships by consistently delivering high-quality service.

**Technology Savvy.** Seek out and stay up to date with new election technologies; uphold data security and privacy of voter information; partner with Information Services and Technology to leverage new tools and ensure best practices.

**Problem Solving.** Anticipate potential issues, and develop creative, collaborative solutions.

## EMPLOYMENT STANDARDS

CLICK  
LINK

Any combination of education and experience that would provide the knowledge and skills listed in the **class specification**. A typical way to qualify is a four-year college degree in Public Administration, Business, Sociology, Economics, Political Science or related field AND two years of experience as an elections manager, assistant registrar of voters or equivalent position in an elections department.



## UPCOMING PROJECTS + OPPORTUNITIES

### **ELECTION EQUIPMENT & VOTING SYSTEM UPGRADES.**

Modernize election equipment, including acquisition of a new sorting machine prior to the 2026 statewide primary election.

### **LOGISTICS**

**ENHANCEMENTS.** Improve language translation support, streamline hiring and payment for temporary election workers, and secure space for training and ballot processing.

### **SUCCESSION**

**PLANNING.** Develop Elections Department staff in their roles, assess operations and functions, and plan for their growth and development.



# SALARY + BENEFITS

Annual salary of **\$182,873–\$201,593 DOE/DOQ\***, **PLUS** an **attractive benefits package**.

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**FLEXIBLE SCHEDULE AVAILABLE.** Including 9/80.

**RETIREMENT/PENSION.** Marin County Employees' Retirement Association (MCERA). Details are available at: [www.mcera.org/](http://www.mcera.org/)

**MEDICAL, DENTAL, & VISION INSURANCE.**

The County offers comprehensive Medical, Dental, and Vision Care plans.

**SOCIAL SECURITY.** The County does not participate in Social Security except for a mandatory Medicare contribution.

**OTHER INSURANCE.** Life & Long-Term Disability Insurance.

**FLEXIBLE SPENDING ACCOUNTS**

**DEFERRED COMPENSATION 457 PLAN**

**VACATION.** 15 days per year for the first two years and increases through years of service.

**SICK LEAVE.** Up to 12 days per year.

**MANAGEMENT LEAVE.** 40 hours per fiscal year.

**PERSONAL LEAVE.** 40 hours per fiscal year.

**HOLIDAYS.** 12 paid holidays plus two floating holiday per fiscal year.

**HYBRID WORK SCHEDULE.** While executive leaders are encouraged to maximize their time in the office, 1–2 days per week remote is possible after successful onboarding.



# HOW TO APPLY

For first consideration, apply by **APRIL 2** at:



**SAVE THE DATES.** First round virtual interviews will be held on **APRIL 23**.

Second round in-person interviews will be held on **MAY 2**. *Selected candidates must be available for both dates.*

**QUESTIONS?** Please contact your recruiter, Lauren Gerson-Greene, with any inquiries:

**866.929.9227** toll-free

**541.664.0376** direct

[lauren@wbcpinc.com](mailto:lauren@wbcpinc.com)

